

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

Zdenek [Last Name]  
[Zdenek's Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear Zdenek,

[Opening paragraph: Introduce the purpose of the letter.]

[Body paragraphs: Provide detailed information or context as necessary.]

[Closing paragraph: Summarize your message and express any next steps or requests.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name, if applicable]  
[Your Company Address, if applicable]